

CIG ADMINISTRATIVE INSTRUCTIONS

1 of 1

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CENTRAL INTELLIGENCE GROUP
Washington, D. C.

25X1A

MEMORANDUM
NUMBER [REDACTED]

4 April 1947

SUBJECT: Activation of Special Distribution Unit, Central
Records Section

25X1A

EFFECTIVE UNTIL 30 JUNE 1947 UNLESS SOONER RESCINDED

1. Supplementing instructions contained in CIG Administrative
Order [REDACTED] issued 30 September 1946, CIG activities are
advised as follows:

- (a) The Special Distribution Unit, Central
Records Section, has been activated and is
located in Room 303, South Building,
2430 E Street, N. W.
- (b) The function of this unit is the handling of
all Top Secret material received or dispatched
by CIG, and it is essential that all such
material be processed and controlled by this
unit, except as provided in the Top Secret
Control Procedure as contained in the CIG
Security Regulations.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[REDACTED]
Deputy Executive for Personnel
and Administration

ATTACHMENTS: None

DISTRIBUTION: A

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(543)

CENTRAL INTELLIGENCE GROUP
Washington, D. C.

23 June 1947

Renumbered AI [REDACTED]

MEMORANDUM
NUMBER [REDACTED]

SUBJECT: Use of CIG Inter-Office Chain Envelope

EFFECTIVE UNTIL CANCELLED OR SUPERSEDED

1. GENERAL

a. When Used

Effective 1 July 1947, the offices of CIG will use the official CIG inter-office chain envelope for the transmittal of documents below TOP SECRET in classification and which are traveling within the CIG Messenger and Courier Systems to other offices of CIG. Under no circumstances will the envelope be used for the transmittal of TOP SECRET documents. Documents will not be transmitted outside CIG in the inter-office chain envelope.

b. Stocking of Inter-Office Chain Envelopes

Each Office Message Center, and designated pick-up and delivery points within Offices which are located in buildings separated from the Office Message Center, will be supplied by Central Records with the number of inter-office chain envelopes needed to begin operation. Requests for such envelopes and the number needed should be referred to [REDACTED] on extension 719 or 720 before Friday, 27 June 1947.

c. Delivery of Mail to Office Message Center

All mail delivered to an Office Message Center by CIG Regular Couriers will be contained in CIG inter-office chain envelopes. The responsible individual in the Office Message Center will detach the receipt (CIG Form 35-16) from the inter-office chain envelope, acknowledge receipt by signing Form 35-16, and give signed receipt to the Courier.

2. DISPATCHING OF CIG DOCUMENTS IN INTER-OFFICE CHAIN ENVELOPES

a. Additional Wrapping Not Necessary

The Office Message Center will dispatch by Courier all outgoing inter-office mail (and that intra-office mail which is destined for a segment of an office housed in a separate building) in CIG inter-office chain envelopes without additional wrapping. A separate

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inter-office chain envelope will be prepared for each Office Message Center to which materials are being sent.

b. Preparation of Face of Envelope

It is essential that the columns appearing on the inter-office chain envelope be filled in completely, and that the office designation always be indicated. If it is the desire of the sender to dispatch the document to a specific individual, the individual's name may be noted in parentheses after the office designation; for example:

FROM: OCD TO: ORE (Attn: Mr. Blank)

In all instances, room number, when known, and building will be indicated in the proper column. The CIG inter-office chain envelope will not be thrown away until all spaces have been used, or until the envelope is completely worn out. If an Office Message Center accumulates a stock of envelopes which exceeds its needs, the surplus will be returned to the Courier serving the Office.

c. Mail Transmitted Outside CIG

Mail to be transmitted outside CIG will be prepared at the Office Message Center for ultimate transmittal. This will include packaging in the manner prescribed by the Security Regulations (e. g., double envelopes when the security classification is SECRET or CONFIDENTIAL), and will also include preparation of appropriate transmittal instructions (e. g., postage slip Form 35-11 or courier receipt). The outgoing log number assigned the mail by the Office Message Center will be placed in the upper left-hand corner of the transmittal envelope. The Central Files copy of the correspondence will be clipped to the back of the envelope. This mail will then be transmitted to the Central Mail Room in an inter-office chain envelope addressed to the Central Mail Room for dispatch outside of CIG through appropriate Courier or mail channels.

d. Transmitting CONFIDENTIAL or SECRET Documents

The CIG inter-office chain envelope, when used to transmit CONFIDENTIAL or SECRET documents, will be sealed with one CIG gummed label and the initial of the sealer will be entered in an appropriate place on the seal. These seals may also be obtained from [REDACTED]. Under no circumstances should scotch tape be used to seal the inter-office chain envelope.

e. Transmitting Unclassified or Restricted Documents

The CIG inter-office chain envelope, when used to transmit only unclassified or Restricted material, need not be sealed in any manner, but the envelope flap should be pushed inside.

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f. Inter-Office Chain Envelope Numbering System

Each Office Message Center and each designated pick-up and delivery point within an office will initiate its own numbering series for the inter-office chain envelopes. This number will consist of the month expressed in number and the next unused consecutive number; e. g., if the first envelope is dispatched in June, the number would be 6-1; if the tenth envelope is dispatched in July, the number would be 7-10. Since the second number is the identifying envelope number, it would continue in numerical sequence until the end of the calendar year. Thus, if 320 envelopes have been dispatched as of December 31, the last one would be numbered 12-320. At the beginning of the next calendar year, a new series would be initiated, the first envelope in January of the next year being numbered 1-1. This office envelope number will be placed in the office of dispatch column, before the name in the "From" column. The number appearing on the envelope will also appear on the receipt attached to the envelope. Receipts for the envelope will then be prepared in CIG receipt book (CIG Form 35-16) in duplicate. Form 35-16 is in triplicate; however, only two copies are to be used and colors may be disregarded. The original copy of the receipt will be stapled to the envelope. The Office will retain the carbon copy of the receipt. This copy will be signed by the Courier who picks up the document. The number appearing on the receipt and the inter-office chain envelope will be noted in the office log opposite the individual papers transmitted in the inter-office chain envelope. This will provide a record of the documents in any one envelope.

g. Bulky Documents (Classified)

Classified documents which, because of bulk, cannot be put in the inter-office chain envelope, will be wrapped in a satisfactory manner, taped with CIG gummed seals, and forwarded in exactly the same manner as an inter-office chain envelope.

3. OPERATION OF COURIER AND MESSENGER SYSTEMa. Courier Pick-Up and Delivery

The system will operate in the following manner: The inter-office chain envelope, after being signed for by the Courier on carbon copy of receipt Form 35-16, will be delivered to the appropriate Office Message Center by Courier. The Office Message Center receiving the inter-office chain envelope will sign the original copy of receipt Form 35-16 and return receipt to the Courier. The Central Mail Room will maintain a file of all completed receipts for location purposes.

b. Messenger Pick-Up and Delivery


Central Records will provide the Office Message Centers with pick-up and delivery messenger service from and to appropriate points

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within the office which are located in the same building as the Office Message Center. Pick-up and delivery from parts of offices located in different buildings will be made by Courier as indicated in paragraph 2a above.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Deputy Executive for Personnel
and Administration

ATTACHMENTS: None

DISTRIBUTION: A

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MAY 26 1948

MEMORANDUM TO: Executive for Administration & Management

25X1A

SUBJECT : Chain Envelopes

1. Pursuant to orders of Executive for Inspection and Security, [redacted] Inspection Division, accompanied by Mr. [redacted] Management Branch, made an investigation of the chain envelope system used in transmitting papers within CIA.

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2. It was found that the system in use is a secure and efficient means of transmitting documents.

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3. Any difficulties that occur are caused by a disregard of current instructions (Administrative Instruction [redacted] and CIA Security Regulations) by personnel throughout the agency. Such deficiencies include improper and incomplete names and addresses, failure to remove all papers from envelopes by recipients, use of plain manila or U.S. Government Messenger Service envelopes in lieu of standard CIA chain envelopes, use of scotch tape for sealing chain envelopes containing Secret and Confidential material rather than CIA gummed labels and diversion of CIA chain envelopes to uses other than intra-agency transmission of documents.

4. Some of the difficulty and wastage encountered in the use of the chain envelopes has been caused by an error in preparing one lot of these envelopes. That stock used opened at one end rather than on the side as requisitioned. The narrow aperture at the end is the cause of tearing and wastage and causes difficulty in inserting or removing documents.

5. Chain envelopes accumulated in various offices are returned to the Mail Room as surplus. They are searched for documents and then re-issued. An average of four or five unclassified papers are found in surplus envelopes each week. On two occasions in the past ten months classified documents were found. Any such papers or documents are forwarded to addressee or if he cannot be determined they are returned to sender.

6. In the course of this investigation visits were made and interviews conducted in: Central Records Division; Mail Section, Central Records Division; Message Center, ORE; Message Center, Reference Center; Administrative Office, Inspection and Security and Executive Registry.

7. In the absence of any other means of documentary transmission as efficient, secure and economical as the chain envelope it is recommended that it be continued in use and that Administrative Officers throughout CIA be required to instruct personnel of their activities in

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ER 9658

16 June 1948
 Discussed at Admin. Officers meeting today.
 Admin. Officers asked to tighten up on surplus
 chain envelopes.

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proper handling and usage of chain envelopes. Further, that a rigid adherence to Administrative Instruction [REDACTED] and CIA Security Regulations in this connection be required to the extent of imposing disciplinary measures where violations are flagrant and frequent. Mr. [REDACTED] concurs in this recommendation.

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[REDACTED]
SHEFFIELD EDWARDS

Colonel, GSC

Executive for Inspection & Security

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STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive for P & A
FROM : Chief, Finance Division
SUBJECT: Proposed Instruction

DATE: 18 June 1947

Attached hereto is a draft of a proposed CIG Memorandum entitled "Use of CIG Inter-Office Chain Envelope".

This instruction has been coordinated with and cleared by the offices and staff sections concerned. On the reverse side of the last page are the signatures of the officers who have concurred with the contents of this memorandum.

Please note that dates should be inserted in the spaces indicated in paragraphs 1 a and 1 b. The effective date in paragraph 1 a should be at least one week after the date of the memorandum. The date mentioned in paragraph 1 b should be three days prior to the effective date.

Will you kindly review the attached draft and if satisfactory secure necessary approvals and release.

STATINTL



EDWARD R. SAUNDERS
Chief, Finance Division

Executive for P & A

18 June 1947

Chief, Finance Division

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18 June 1947

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Will you kindly review the attached draft and if satisfactory secure necessary approvals and release.

EDWARD R. SAUNDERS
Chief, Finance Division

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CENTRAL INTELLIGENCE GROUP
Washington, D. C.

23 June 1947
(Date)

STATINTL

MEMORANDUM
NUMBER [REDACTED]

SUBJECT: Use of CIG Inter-Office Chain Envelope

EFFECTIVE UNTIL 30 JUNE 1947 UNLESS SOONER RESCINDED

1. GENERAL

a. When Used

Effective 1 July 1947 the offices of CIG will use the official CIG inter-office chain envelope for the transmittal of documents below TOP SECRET in classification, travelling within the CIG Messenger and Courier Systems to other offices of CIG. Under no circumstances will the envelope be used for the transmittal of TOP SECRET documents. Documents will not be transmitted outside CIG in the inter-office chain envelope.

b. Stocking of Inter-Office Chain Envelopes

Each Office Message Center, and designated pick-up and delivery points within Offices which are located in buildings separated from the Office Message Center, will be supplied by Central Records with the number of inter-office chain envelopes needed to begin operation. Requests for such envelopes and the number needed should be referred to [REDACTED] on extension 719 or 720 before Friday, 27 June 1947.

c. Delivery of Mail to Office Message Center

All mail delivered to an Office Message Center by CIG Regular Couriers will be contained in CIG inter-office chain envelopes. The responsible individual in the Office Message Center will detach the receipt (CIG Form 35-16) from the inter-office chain envelope, acknowledge receipt by signing Form 35-16, and give signed receipt to the Courier.

2. DISPATCHING OF CIG DOCUMENTS IN INTER-OFFICE CHAIN ENVELOPES

a. Additional Wrapping Not Necessary

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- 2 -

segment of an office housed in a separate building) in CIG inter-office chain envelopes without additional wrapping. A separate inter-office chain envelope will be prepared for each Office Message Center to which materials are being sent.

b. Preparation of Face of Envelope

It is essential that the columns appearing on the inter-office chain envelope be filled in completely, and that the office designation always be indicated. If it is the desire of the sender to dispatch the document to a specific individual, the individual's name may be noted in parentheses after the office designation, for example:

FROM: OCD TO: ORE (Attn: Mr. Blank)

In all instances room number, when known, and building will be indicated in the proper column. The CIG inter-office chain envelope will not be thrown away until all spaces have been used, or until the envelope is completely worn out. If an Office Message Center accumulates a stock of envelopes which exceeds its needs, the surplus will be returned to the Courier serving the Office.

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- 3 -

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g. Bulky Documents (Classified)

Classified documents which, because of bulk, cannot be put in the inter-office chain envelope, will be wrapped in a satisfactory manner, taped with CIG gummed seals, and forwarded in exactly the same manner as an inter-office chain envelope.

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CONCURRED IN:

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6-13-47
Date

6-13-47
Date

17 June 47
Date

17 June 47
Date

17 June 47
Date


- 4 -

b. Messenger Pick-Up and Delivery

Central Records will provide the Office Message Centers with pick-up and delivery messenger service from and to appropriate points within the office which are located in the same building as the Office Message Center. Pick-up and delivery from parts of offices located in different buildings will be made by Courier as indicated in paragraph 2a above.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Deputy Executive for Personnel
and Administration

ATTACHMENTS: None

DISTRIBUTION:

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OFFICIALLY SEALED

BY

CENTRAL INTELLIGENCE GROUP

OFFICIALLY SEALED

BY

CENTRAL INTELLIGENCE GROUP

OFFICIALLY SEALED

84

TOP SECRET

SECRET

CONFIDENTIAL

RESTRICTED

UNCLASSIFIED

(Sender will circle classification Top and Bottom)

CENTRAL INTELLIGENCE GROUP

PERSONNEL AND ADMINISTRATIVE BRANCH
INTER-OFFICE ROUTING SLIP

3.21.

FROM	TO	INITIALS	DATE
EXECUTIVE FOR PERSONNEL AND ADMINISTRATION			
<input checked="" type="checkbox"/> DEPUTY EXECUTIVE FOR PERSONNEL & ADMINISTRATION			6/3/47
CHIEF, PERSONNEL DIVISION			
CHIEF, FINANCE DIVISION	<input checked="" type="checkbox"/>		
CHIEF, SERVICES DIVISION			
CHIEF, SECURITY DIVISION			
CHIEF, PROJECTS SUPPORT DIVISION			
CHIEF, COMMUNICATIONS DIVISION			
CENTRAL RECORDS			

☐ APPROVAL ☐ INFORMATION ☐ DIRECT REPLY
☐ ACTION ☐ RETURN ☐ COMMENT
☐ RECOMMENDATION ☐ PREPARATION OF REPLY ☐ FILE
☐ SIGNATURE ☐ CONCURRENCE ☐ DISPATCH

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REMARKS: The first draft of the attached was prepared by [REDACTED] and the second by [REDACTED] in [REDACTED] office. Request that a CIG Memo on this subject be prepared, the required coordination obtained, and same be returned to the Deputy Executive for P&A for issuance.

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(On Use of the CIG Inter-Office Envelopes and CIG Official Seals.)

Att: Memo 13 May 47 to Exec.P&A from [REDACTED] Buckslip to [REDACTED] for comment and return dtd 5/14/47. Buckslip from [REDACTED] dtd 20 May concurring with only minor changes to effect.

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TOP SECRET

Draft of memo prepared by [REDACTED] on 27 May 1947.

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UNCLASSIFIED		RESTRICTED	CONFIDENTIAL	SECRET	TO	SECRET
(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)						
CENTRAL INTELLIGENCE GROUP						
INTER-OFFICE ROUTING SLIP						
FROM		TO	INITIALS	DATE		
	DIRECTOR OF CENTRAL INTELLIGENCE					
	DEPUTY DIRECTOR					
	SECRETARY TO THE DIRECTOR					
	EXECUTIVE OFFICE: EXECUTIVE DIRECTOR					
	ADVISORY COUNCIL					
	X DEPUTY EXECUTIVE FOR PERSONNEL & ADMINISTRATION			5/14/47		
	CENTRAL RECORDS					
	SECRETARY, NIA					
	CHIEF, INTERDEPARTMENTAL STAFF					
	ASST. DIRECTOR, SPECIAL OPERATIONS					
	ASST. DIRECTOR, REPORTS & ESTIMATES					
	ASST. DIRECTOR, OPERATIONS					
	ASST. DIRECTOR, COLLECTION & DISSEMINATION					
	CHIEF, SECURITY BRANCH [REDACTED]		X			

APPROVAL <input type="checkbox"/>	INFORMATION <input type="checkbox"/>	DIRECT REPLY <input type="checkbox"/>
ACTION <input type="checkbox"/>	RETURN <input type="checkbox"/>	COMMENT <input type="checkbox"/>
RECOMMENDATION <input type="checkbox"/>	PREPARATION OF REPLY <input type="checkbox"/>	FILE <input type="checkbox"/>
SIGNATURE <input type="checkbox"/>	CONCURRENCE <input type="checkbox"/>	DISPATCH <input type="checkbox"/>

REMARKS:

The attached memorandum dated 13 May 1947 from Chief, Central Records, re use of CIG Inter-office Envelopes and CIG Official Seals, is forwarded for your comment and return.

(Since 21 Nov. 1946 when Chief, Central Records, was authorized to develop a system for use of such envelopes, the material has been accumulated which is necessary for operation of such a system and in this memo [REDACTED] requests that a directive to CIG be issued on this subject.)

FORM 100 MAR 1947 PREVIOUS EDITIONS ARE NOT TO BE USED (359)

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OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO: Executive for Personnel and Administration(Thru: Chief, Communications Division) 13 May 1947
 FROM: Chief, Central Records
 SUBJ: Announcement of the Use of the CIG Inter-Office Envelopes and CIG Official Seals

1. On 21 November 1946 the Chief, Central Records was authorized to develop a system of inter-office envelopes to be used in the transmittal of classified and unclassified material within CIG. Since that time, the material necessary for the operation of such a system has gradually been accumulated so that it will be possible to put the system into operation.

2. It is requested that an official directive to CIG on this subject be issued. It is suggested that the directive be worded substantially as follows:

"SUBJECT: Use of CIG Inter-Office Envelopes and CIG Official Seals"

1. Effective _____ (this date should be one week following the date on which the memorandum is to be distributed) the offices of CIG will use the official CIG inter-office envelope for the transmittal of material below TOP SECRET in classification travelling within the CIG messenger and courier systems to other offices of CIG. Under no circumstances may the envelope be used for the transmittal of TOP SECRET material. Nor can material addressed to an agency outside CIG be transmitted in the inter-office envelope.

2. Each office of CIG which at present has a messenger delivery and pick-up basket, will be supplied by Central Records with the number of envelopes needed to begin operation. Requests for such envelopes and the number needed should be referred to _____ on extension 719 or 720 before _____ (this date should be two days prior to the date mentioned in the introductory paragraph.)

3. It is essential that the columns appearing on the inter-office envelope be filled in completely, and that the office designation always be indicated. If it is the desire of the sender to dispatch the material to a specific individual, the individual's name may be noted in parentheses after the office designation as follows:

FROM: OCD TO: ORE (attn: Mr. Blank)

In all instances room number, when known, and building will be indicated in the proper column. The CIG inter-office envelope will not be thrown away until all spaces have been used up, or until the envelope is completely worn out. If an office accumulates a stock of envelopes which exceeds its needs, the surplus will be returned to the messenger serving their office.

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4. The CIG inter-office envelope, when used to transmit unclassified or Restricted material, need not be sealed in any manner, but the flap of the envelope should be pushed inside the envelope.

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5. The CIG inter-office envelope, when used to transmit Confidential or Secret material, will be sealed with three CIG gummed labels and the initial of the sealer will be entered in an appropriate place on the seal. These seals may also be obtained from [REDACTED]. Under no circumstances will scotch tape be used to seal the envelope.

6. In the case of envelopes containing Confidential or Secret material, an office envelope number will be placed in the office of dispatch column, preferably before the name in the "From" office. The number appearing on the envelope will also appear on the receipt attached to the envelope. Receipts for the envelope will then be prepared in CIG receipt book (CIG form 35-16) and two copies of the receipt will be stapled to the envelope. The carbon copy of the receipt will be retained and the receipt book will be signed by the messenger who picks up the material. The number appearing on the receipt and envelope will be noted in the office log, so that there will always be a record of the material in any one envelope.

7. The system will operate in the following manner: the envelope, the preparation of which has been described above, after being signed for by the messenger, will be delivered directly to the office of address if the office is in the same building as the dispatching office. If the office of address is in a different building, the material will be taken by the messenger to the central distributing point in the building. An enlisted courier, or whatever couriers are provided to replace enlisted couriers, will then pick up the material at the central distributing point, and deliver it to the central distributing point in the building of address. In the building of address the envelopes will be delivered by a messenger to the office of address, and the receipt will be accomplished. The receipt will then be returned to the central distributing point in the building where the office of dispatch is located and will be filed in the central distributing point.

8. Classified material which, because of bulk, cannot be put in the inter-office envelope, will be wrapped in a satisfactory manner, taped with CIG gummed seals and forwarded in exactly the same manner as an envelope.

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[REDACTED]
Chief, Central Records